

UCP/VM Quick Reference Guide

Unified Communication Platform

Voice Mail Service

- Standard Features -

Options Menu [4]

- 1 - record prompts menu
- 2 - notification menu

- 4 - auto forward message
- 5 - distribution menu

- 9 - change password
- * - return to main menu

Main Menu

- 1 - listen to unread msgs
- 2 - listen to read msgs

- 3 - send a message

- 4 - options menu

- 6 - listen to deleted msgs

- 8 - auto play messages
- 9 - active features
- 0 - return to auto attendant
- * - disconnect

Message Menu

- 1 - review message / backup

- 5 - time / date stamp
- 6 - forward message
- 7 - move to deleted folder
- 8 - reply to message
- 9 - skip / save message

- # - skip message
- * - return to main menu

Message Playback Phone Control Keys

- | | | |
|------------|-----------|--------------|
| 1 - rewind | 2 - pause | 3 - fast fwd |
| 4 - slow | 5 - norm | 6 - fast |
| 7 - soft | 8 - norm | 9 - loud |

Record Menu [1]

- 1 - record personal greeting
- 2 - record busy greeting

- 4 - record name
- 5 - record optional greeting
- 6 - set active optional greeting
- * - return to options menu

Notification Menu [2]

- 1 - add notification entry
- 2 - modify existing entry
- 3 - delete notification entry
- 4 - review notification entry
- 5 - turn notification on / off
- * - return to options menu

Auto Forward Message [4]

- > enter destination
- > enter delay time
- 1 - delete msg upon fwd
(in orig mailbox)
- 2 - keep msg after fwd
- # - return to options menu

Distribution Menu [5]

- 1 - review lists
- 2 - add a list
- 3 - modify a list
- 4 - delete an existing list
- * - return to options menu

Change Password [9]

- 1 - listen to existing password
- 2 - set new password
- * - return to options menu